

CALIFORNIA STATE LIBRARY

LIBRARY SERVICES AND TECHNOLOGY ACT

EUREKA! LEADERSHIP GRANT GUIDE

Congratulations on receiving a Eureka! Leadership Grant! The following guide will provide you with all of the basic information needed to manage your grant.

IMPORTANT DATES AND DUE DATES

The following dates are important for managing your grant.

Grant Period and Spending Funds

There are federal restrictions for how LSTA funding can and cannot be spent. Please be sure to review the Federal Restrictions document to ensure that you use the funding appropriately.

Grant Period	August 1, 2008 – June 30, 2009
Final Expenditure Date All grant funds must be spent or encumbered by this date.	June 30, 2009

Reporting Due Dates

Reports	Due Date
2 nd Quarter Narrative and Financial Reports Due	1/31/09
3 rd Quarter Narrative and Financial Reports Due	4/30/09
Final Narrative and Financial Reports Due	7/31/09
Liquidation Report Due Only required if encumbered funds have not been spent by the final report.	9/15/09
Return of Non-Liquidated Funds All funds that are not spent must be returned by this date.	9/15/09

GRANT REPORTS

During the Eureka! Leadership Grant period you are required to submit 2 *Quarterly Reports* and 1 *Final Report*. Each quarter consists of two reports: narrative and financial.

Narrative

The Narrative Quarterly Report form (LSTA7) is designed as a method for you to update us on the progress of your project. Your responses to the questions in the quarterly report should be simple and concise. We want to know how your project is progressing and what you are learning. The form for the Final Report (LSTA9) is a more thorough account of the entire project. These reports should be filled out by the Project Coordinator of the Grant.

Financial

The Financial Quarterly Report form (LSTA8) is designed to provide accounting of what funding has been spent and/or encumbered. These reports may be filled out by different people depending on the organization. Please be sure to know who is responsible for completing this report in your organization.

Grant Reporting Process

The process for reporting is very simple.

1. Complete the narrative and financial reports
2. Send ORIGINAL and 2 copies to:

California State Library
Budget Office – LSTA
P.O. Box 942837
Sacramento, CA 94237-0001

When sending reports via FedEx, UPS, or other delivery service, send to:

California State Library
900 N St., Room 155
Sacramento, CA 95814
Attn: Budget Office - LSTA

The federal government requires reporting by the California State Library before future LSTA funds are made available, therefore our reports depend on yours being timely.

Reports that are not on time or require continuous late notices could have an effect on future grants. Jurisdictions with a history of delayed or incomplete reporting, or inadequate management of previous projects, may be denied future awards until an improvement in administrative practice can be demonstrated.

GRANT BUDGET MODIFICATIONS

During the grant period you may find that you need to modify your budget. Budget changes in excess of 10%, requests for additional funds, or requests for reductions in the grant funding award must be discussed with the assigned State Library Grant Monitor. The grantee wishing to request such an adjustment must submit the Grant Award Modification (LSTA 4), according to the instructions. Approval is by the State Librarian. Adjustments should be reported on the next quarterly financial statements. Any adjustments in approved budgets must be documented and documentation retained in project accounts.

GRANT DOCUMENTS AND RECORD KEEPING

Consolidate grant award documents will be addressed to the head of the agency responsible for the project. Recipients that have a fiscal agent are responsible for seeing that the documents and funds are properly deposited with the fiscal agent.

Accounting

Separate accounting must be maintained in accordance with accepted standard accounting practices for each federal LSTA project to ensure responsible project management and the ability to submit timely and accurate financial reports. If applicable, grant recipients receiving revenues such as workshop fees must maintain separate income accounts.

Audit

All recipients must be in compliance with Public Law 98-502, "The Single Audit Act of 1984." When audits are performed in accordance with the instructions contained in the Act for funds provided under LSTA, a copy must be forwarded to the State Library.

Data and Publications Created with Grant Funds

Please be aware that, unless exempted by the State Librarian, all data, both raw and analyzed, of consultants employed under terms of the award becomes property of the California State Library and may not be used or published without the express written permission of the State Librarian.

Equipment Inventories

Record of equipment, each unit costing over \$5000 purchased with LSTA funds must be maintained in an inventory file. Equipment inventory files must be maintained at the project level and duplicate copies sent to the California State Library. In general, equipment purchased with federal funds must be used for the project purposes for five years, or the life of the equipment, whichever comes first, unless otherwise stipulated. Disposition of equipment is subject to review by the California State Library.

Retention of Records

Financial records for LSTA projects must be retained by the grantee for a period of three (3) years from the date the final expenditure report has been submitted.

CONTACT INFORMATION

California State Library Grant Monitor

A Grant Monitor has been assigned to your project to assist in its implementation and monitor its progress. Be sure to establish a good working relationship with your Grant Monitor at the beginning of the project and call on this person for advice and assistance as needed. The Grant Monitor must be informed of any planned changes (need for more time, change in activities, etc...), budget problems and the like.

Eureka! Leadership Grant Contact Information

CONTACT: Stacey Aldrich, Deputy State Librarian

PHONE: 916-654-0188

EMAIL: saldrich@library.ca.gov

LSTA Budget Matters and Project Reporting

A Budget Analyst is available to provide assistance for questions related to the budget or project reporting. This person is best to contact if you have questions like:

- How to fill out financial reports & what forms do I need?
- Has the State Library received our reports?
- When will we receive our payment?
- What if we don't spend all of the funds? How do we send the funds back?

If due to extenuating circumstances, you will not be able to get your reports in on time, it is important that you contact the Budget Analyst.

Budget Analyst Contact Information

CONTACT: Colette Moody, Budget Analyst

PHONE: 916-651-0977

EMAIL: cmoody@library.ca.gov